

# Policy and Rules for IHU Computer Lab Use

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The following rules are put into place to ensure availability and maintain a positive user experience in IHU Student Computer Labs. Use of student computer labs implies consent to these rules and the IHU Computing Resources Acceptable Use Policy. For more information, contact IHU ITC Department.

1. IT resources provided by the IHU (computer labs equipment, software, services etc.) must only be used for academic purposes.
2. Use of labs for hacking, cracking, spamming, scamming or any action that may lead to criminal charges is strictly prohibited.
3. IT resources should always be used by authorized users, that is, the students themselves (not by people not associated with IHU, such as friends or relatives). Users should provide their student ID or any other proof of their IHU student status when asked by the university's staff.
4. You are not allowed to use a computer lab when a class (you are not attending) is taking place. If you plan to use the lab, consult the classes timetable.
5. Priority is given to students who are working on university-related projects. If you are chatting, checking e-mail, surfing the internet, etc., you may be asked to give up your computer to another student who is waiting to work on a school project.
6. It is strictly prohibited to share your user ID and password with other students or friends. If you are caught doing this, your account may be suspended for the rest of the semester.
7. Downloading, copying or communicating illegal or copyright protected material is strictly prohibited.
8. Each user may only use one computer at a time.
9. With the exception of headphones, digital cameras, and USB thumbdrives, no external hardware may be connected to a lab computer without the assistance of someone from the ITC staff.
10. Hardware and software are not to be moved or reconfigured without approval. Consult with the IHU ITC Department before connecting a USB device that requires installation of driver software (like personal audio/video players or PDA/Cellphones).
11. Paper, ink and toner cartridges should only be changed by the IHU ITC Department. Likewise, you should ask for assistance in case of paper jams.
12. No hardware, software, equipment or manuals are to be removed from any computer lab.
13. All software installations and updates on lab computers are applied by the IHU ITC Department. If you have a question regarding specific software that you need to use, contact the IHU ITC Department.
14. Food, drinks (unless in a no-spill, covered container), and the use of tobacco products are not allowed in the Student Labs. Be considerate of others and pick up after yourself when you leave.
15. Do not display or print sexually explicit, offensive or inappropriate material (e.g. profane language, discriminatory content etc.).

16. Behavior and activities that disturb other users or disrupt the operations of the lab are not allowed. This includes, but is not limited to: physical activities, loud music, talk or laughter, using computer areas and chairs for socializing, etc.
17. With the exception of service animals assisting individuals with disabilities, no animals are allowed in a computer lab at any time.
18. Computer games other than those installed for educational purposes (e.g., simulation games) are prohibited at all hours.
19. Specific computer labs may have additional rules.
20. The lab door should be always open unless the lab is used for a lecture published in the IHU Timetable. Computer labs must not be considered private places.
21. If you notice any equipment malfunctions please report them immediately to the IHU ITC Department
22. Logout of any site visited before leaving the lab or your session may remain active for the next student who uses the lab.
23. Store any personal data on a removable device. Do not leave files on lab computers. The IHU ITC Department does not accept any liability for loss of data that was left behind or inadequately stored.
24. The use of computer labs may be monitored at any time to ensure compliance with the abovementioned rules.

The IHU does not take responsibility for any actions taken by users that violate the rules mentioned in this document. Violation of any of the above rules may result in disciplinary action and the loss of lab privileges.

Rules cannot cover every aspect of human behavior, therefore, in any case that you are not sure what to do, please refer to the ITC staff for assistance.